MSRP Implementation Plan
Available on-line October 2002

Michigan School Readiness Program

Implementation Plan
2002-2003

"Program Information" Instructions Begin on Page 43 of this Manual

MEGS is a "work in progress." Pages/screens are frequently changing. Please keep this in mind when using this manual. _Thank you._

Table of Contents

Early Childhood & Parenting Programs new website location

You will need to access this website to obtain important documents that will assist you in the completion of the application/Implementation Plan. (i.e., help manual, income guidelines, due date, Implementation Manual, etc)

http://www.michigan.gov/mde/0,1607,7-140-5234_6809-20326--,00.html

or go to www.michigan.gov/mde On the left click "**Educators**," under "**Educators**" click "**Early Childhood**." In the center of the page under "**Grants**" click "**Michigan School Readiness Program – State Aid**."

Hint: Save this web in your favorites/bookmark it!

What is MEGS?

The Michigan Electronic Grants System

- Apply for grants online
- Common look and feel for all applications
- Michigan Department of Education review and comment on grants
- Amendments online
- Grant reporting online (coming soon) - FY2003 for MSRP
- Previous grant year information saved and brought forward
- Up-to-date view of the grants
- Automated generation of e-mail

What is Needed to Use MEGS?
(Computer/Software Requirements)

- An Internet Connection
- Web Browser (IE/Netscape 4.0+)
- JavaScript and Session Cookies Enabled for the Web Browser
- Adobe Acrobat Reader 4.0+
- An E-mail Address
- A Valid MEIS Account

MICHIGAN Department of Education

MEGS: Michigan Electronic Grants System

Welcome to MEGS, the Michigan Electronic Grants System. Founded in 2001 by the Michigan Department of Education (MDE), MEGS helps to expedite and improve the application process by using the power of the Internet. MEGS' features include:

- Allowing you to view and print information about a grant and its current application.
- Providing a secure environment for on-line applicants to complete, submit, amend, and track their applications.
- Automatically reviewing applications to reduce the number of initial application errors.
- Allowing MDE reviewers to conduct their reviews online and share the results of the review with the applicant immediately.
- Posting allocations as soon as they are determined.

Please explore the MEGS web site to learn more about this innovative on-line grants system. If you have any questions or comments regarding MEGS, feel free to contact the Michigan Department of Education

Login to MEGS

Michigan Department of Education
608 West Allegan Street
Hannah Building
Lansing, MI 48933
(517) 373-3324

Quick Facts About MEGS

- Users must have access to a working Internet connection.
- MEGS can be accessed from multiple machines.
- MEGS itself does not impose any hardware requirements on its users; however, you do need a computer with enough hard drive space to install a web browser and Adobe Acrobat Reader.
- MEGS is accessible through a common Web browser.
- MEGS is located at http://meis.mde.state.mi.us/megs/

Internet connection
- A modem (telephone line) will be sufficient.
- DSL or cable modems are faster.
- The faster the connection, the faster it is to use MEGS.

What is an Internet Browser and Which Ones Can Be Used?

An Internet Browser is computer software used to browse (view) the World Wide Web.

MEGS supports Internet Explorer (IE) or Netscape versions 4.0 or higher. **IE is the "preferred" (not required) browser.**

To check the version number of your current browser: Have the browser open, click '**Help**,' then click '**About Internet Explorer'** or '**About Netscape,' or 'About…' for any browser you are running.**

If the version you have is below 4.0, you can download the latest version by going to one of the two links below:

http://www.microsoft.com/windows/ie/default.asp

http://home.netscape.com/download/

Browsers are free software. They can however, take a great deal of time to download and install. Each of the above web sites provides you with information on how to order a CD with the updated browser installation program. The CD may not arrive in time to benefit you for preparing the application but would benefit you in future interaction with MEGS.
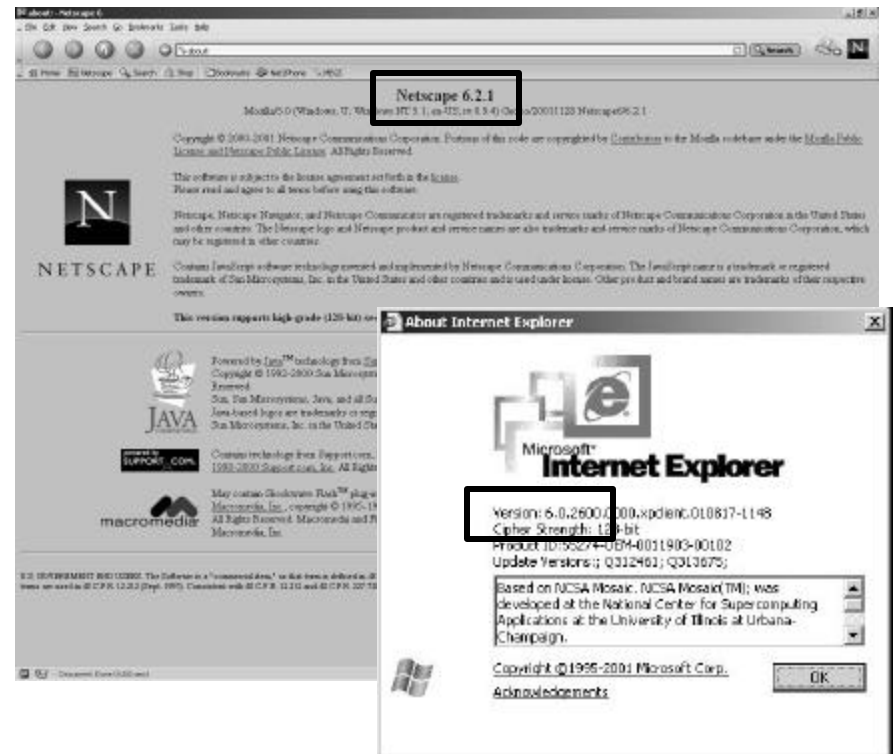
What is JavaScript ?

JavaScript is a programming language that is used on websites to increase functionality. In MEGS, JavaScript is used for a variety of features including the automatic correction of user-entered data.

To confirm that JavaScript is enabled on Internet Explorer:

Click '**Tools**' on Toolbar.
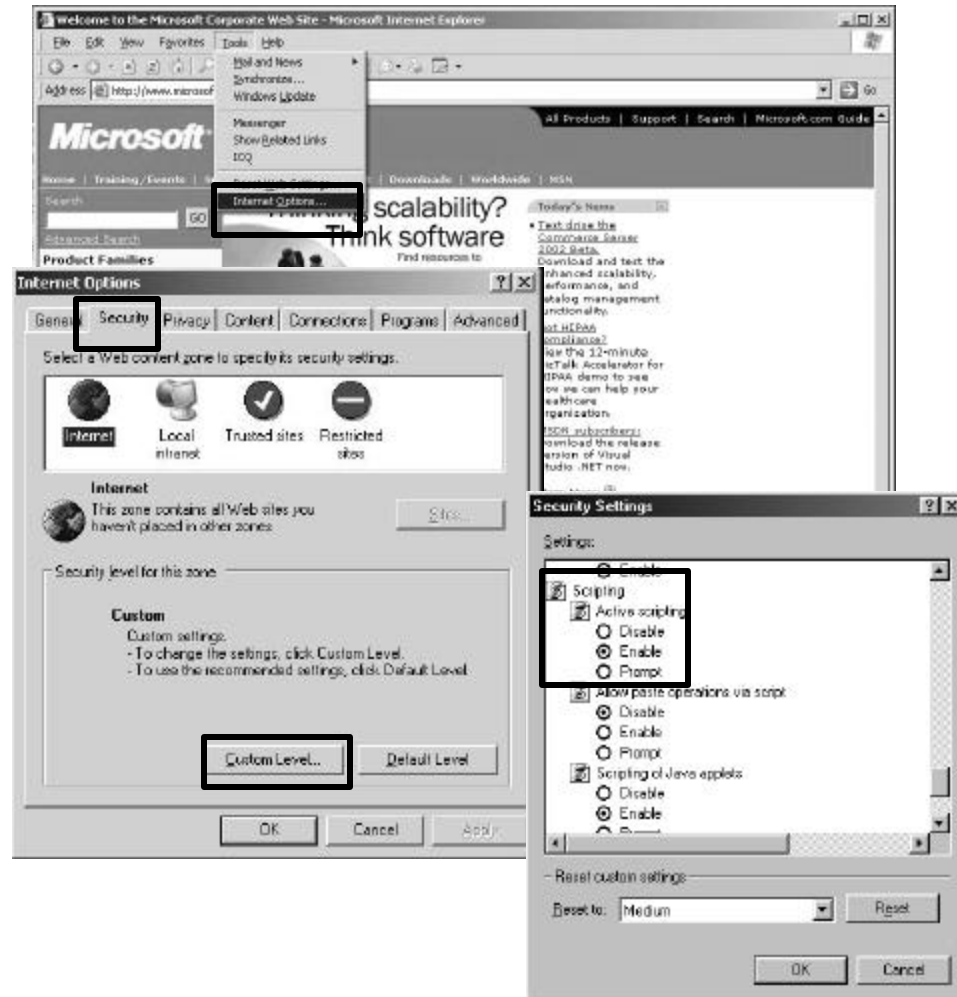
Click '**Internet Options.'**

Click the '**Security'** tab (in some versions of Internet Explorer you will find it under Privacy).

Click '**Custom Level.**'

Scroll down to '**Scripting**,' '**Active Scripting**,' make sure that '**Enable**' is selected.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.

What is JavaScript? (continued)

JavaScript is also used in MEGS to do tasks such as open new windows, provide a menu system, and supply user-friendly error messages.

To confirm that JavaScript is enabled in Netscape (in some versions of Netscape these instructions could vary slightly):
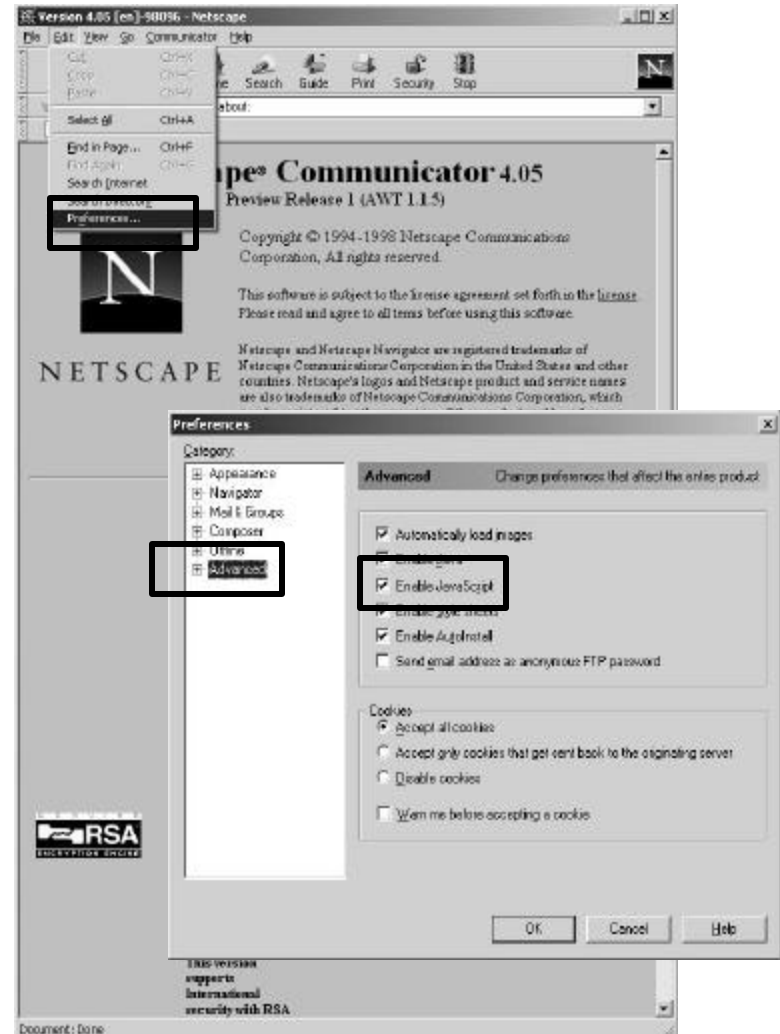
Click '**Edit.'**

Click '**Preferences.**'

Click '**Advanced.**'

Be sure that '**Enable JavaScript**' is checked.

If MEGS detects that JavaScript is disabled for the browser, MEGS will show this list of steps.

What are Session Cookies?

Cookies are either files or pieces of information temporarily stored in computer memory that are used to record information.

MEGS uses session cookies. No sensitive data is stored within these cookies and once you logoff MEGS or close your browser, each session cookie is automatically removed.

To confirm that session cookies are allowed in Internet Explorer (in some versions of Internet Explorer these instructions could vary slightly):
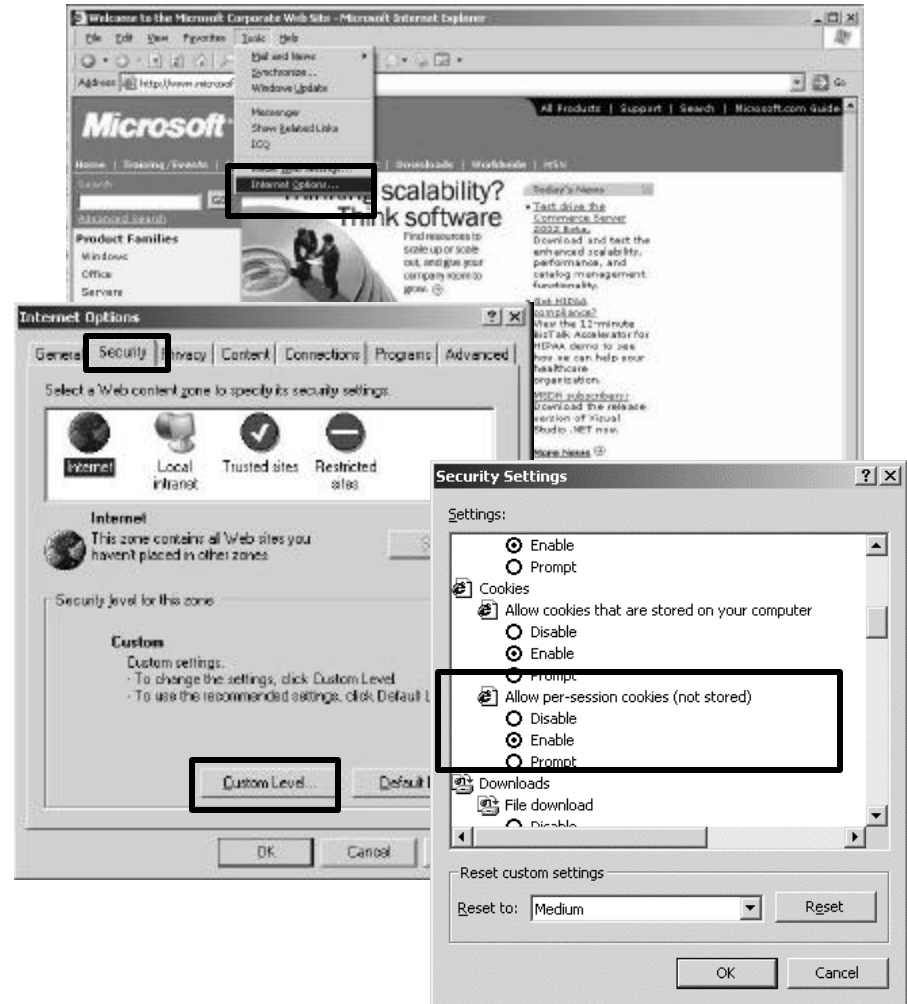
Click '**Tools**.'

Click '**Internet Options**.'

Click the '**Security**' tab.

Click '**Custom Level**.'

Under '**Cookie**,' '**Allow per-session cookies**' (not stored). Make sure that '**Enable**' is selected.

What are Session Cookies? (continued)

Although some in the Internet community are concerned about the abuse of cookies which are often used for marketing purposes, the session cookies used by MEGS do not warrant any sort of concern.

No sensitive data is stored within these cookies and once you logoff MEGS or close your browser, each session cookie is automatically removed.
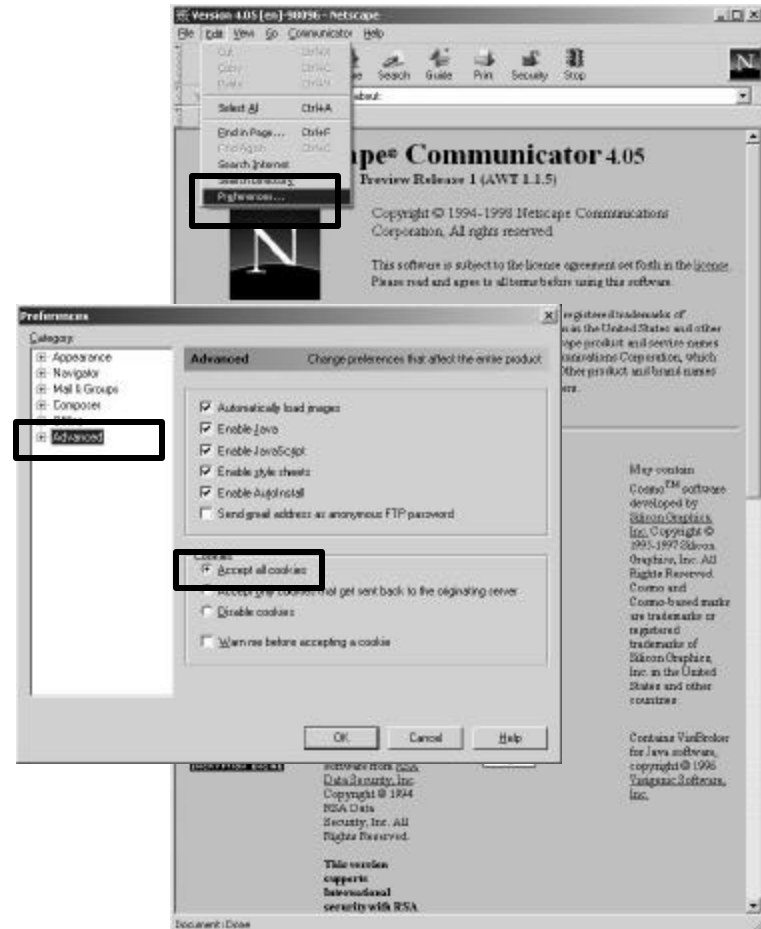
To confirm that session cookies are allowed in Netscape:

Click '**Edit.**'

Click '**Preferences.**'

Click '**Advanced**' (in newer versions of Netscape you will find it under **Privacy** and **Security**).

Under '**Cookies'** be sure that '**Accept all Cookies**' (or '**Enable all Cookies**') is selected.

What is Adobe Acrobat Reader and Do I Need It?

Adobe Acrobat Reader is a software program that is used to view PDF files. PDF stands for '**Portable Document Format.**' Regular web pages which are programmed in HTML (Hypertext Markup Language) do not always look good when printed. The PDF format was designed for the Web to look consistent each time it is printed. MEGS uses PDFs for those things that must be printed out.

Once Acrobat Reader is installed, all files in MEGS with the extension .pdf will be opened with the Acrobat program.

The free Adobe Acrobat Reader can be downloaded from:

http://www.adobe.com/products/acrobat/readstep2.html

MEGS supports Adobe Acrobat and Adobe Acrobat Reader versions 4.0+.

Printing Screens

1. You will be able to print the entire application at once or individual pages using the Adobe Acrobat Reader program.

2. If this feature is not yet available, you can print any single page in your browser by clicking the printer icon on your browser's toolbar.

3. If the printed page cuts off on the right or left sides, you need to change your page set-up/orientation to 'landscape.'

4. This option can appear different depending on what version of Internet Explorer you are using. An example appears to the right.
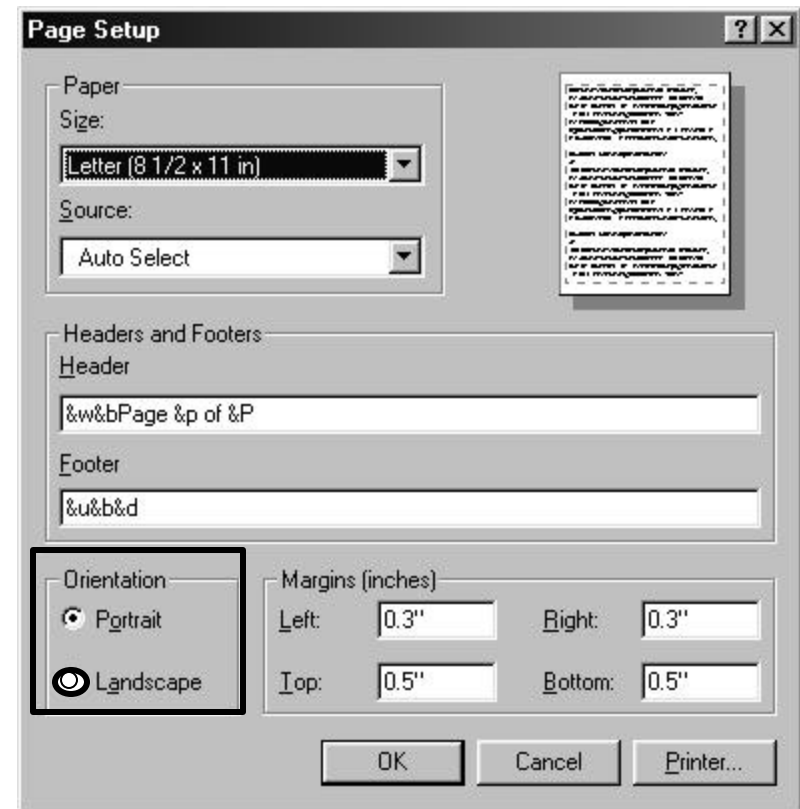
E-mail Addresses

Skip this page if you already have your own e-mail address.

MEGS and E-mail Addresses:

- You need your own e-mail address for use in MEGS.

- An e-mail address allows you to send electronic messages over the Internet to others with e-mail addresses. It also allows anyone with an e-mail address to send messages to you.

- Under certain circumstances you will receive an e-mail message confirming receipt of information you have provided to MEGS. MEGS may also send you e-mail messages with information regarding your grant program.

To obtain an e-mail address:

- Numerous websites offer free e-mail addresses. Contact any one of these websites, and follow their directions to obtain a free e-mail address.

- If you are unsure of what website to check, following are a few that offer free e-mail:

  http://www.yahoo.com/
  http://www.hotmail.com/
  http://www.excite.com/

What is MEIS and How Can an Account Be Obtained?

MEIS is the Michigan Education Information System. This one system is used for the management of a variety of MDE applications.

Important: In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. Anyone who uses MEGS should have his/her own MEIS account. Do NOT use someone else's MEIS account. It is easy to obtain a MEIS account. Simply follow these instructions. While in your browser, type in the following URL (website address) and then click '**Create a MEIS Account.'**

http://meis.mde.state.mi.us/userman/

If you already have a MEIS account, please skip to slide 19. To confirm whether or not you already have a MEIS account, follow the instructions for "**Create a MEIS Account**."

Create a MEIS Account in Four Easy Steps

After clicking on '**Create a MEIS Account'** enter the first and last name of the user account to be created.

Click the '**Proceed to Step 2'** button and add the basic biographical information.

Click the '**Proceed to Step 3**' button.

Obtain MEIS Account - Step 1

MEIS accounts are uniquely generated from the information you provide.

Please be sure to provide the most accurate and complete information possible on the screens that follow so that we can create your personal MEIS account.

Remember that each MEIS account is unique to the individual creating it, and your MEIS account should *NEVER* be shared with anyone.

All access to MEIS applications is logged and periodically audited. MEIS accounts used that violate the acceptable use agreement will be removed.

Note: All accounts **MUST** be individual user accounts. Accounts found that appear to be *'generic'* (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with *your* name:

Last Name: Doe
First Name: John

Start Over   Proceed to Step 2

Obtain MEIS Account - Step 2

Welcome Doe John, please provide us with the following contact information.

Contact Information

Note: This information is intended to be used to keep you informed of important notices, events, etc. that relate to the MEIS system.

Please provide us with the best and most detailed information possible. If your contact information should change at a later date, please be sure to visit the MEIS User Management website and update your profile. Thank you.

Email Address :
Phone 1:
Phone 2:
Address 1:
Address 2:
City:
State:
Zip:
ISD Code : (optional)
District Code : (optional)
Building Code: (optional)

Start Over   Proceed to Step 3

More on MEIS Accounts

Step 3 is used for getting password help.

Step 4 requires the user to verify all the data.

After clicking the '**Create New MEIS Account'** button, a new user account is created.

Confirming Your MEIS Account

The final screen will confirm your account.

Your agency's authorized official needs your MEIS Account ID # (NOT your MEIS login name or password – keep these to yourself). Once your agency's authorized official has entered your MEIS account # into MEGS, you will be able to access MEGS.

Hints:

Print this page for your records.

Change your password immediately. Write the new password on the page you just printed.

Keep your MEIS Login Name, MEIS Password and MEIS Account ID # in a safe place.

Obtain MEIS Account for John Doe - Finished

PLEASE BE SURE TO PRINT
THIS INFORMATION FOR YOUR RECORDS!

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address:	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

MEIS Account Info

MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.
(Use the temporary password provided above to access the system.)

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

Set your MEIS Password

How Do I Access MEGS?

A user with a valid MEIS account <u>who has been entered into the system by his/her authorized official</u> can logon to MEGS.

http://meis.mde.state.mi.us/megs/

The first screen gives basic information about the purpose of MEGS and provides a link to the MEGS logon screen.

Look here for more information in the future.

Bookmark this page in your web browser. This will allow you to quickly return to this login screen each time you need to access MEGS.

Hint: If you are unable to login to MEGS, contact your district's authorized official to confirm that he/she has given you access to MEGS.

MICHIGAN
Education

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608 West Allegan Street
Hannah Building
Lansing, MI 48933
(517) 373-3324

Bookmarks in Internet Explorer

To set a bookmark in Internet Explorer:

- Open '**Internet Explorer**.'
- On the toolbar click '**Favorites**' then '**Add to Favorites**.'
- Notice the Name.
- Click '**OK**.'

The next time you open Internet Explorer:

- On the toolbar click '**Favorites.**'
- Locate '**MEGS – Main**' in the list of favorites, then click on it.
- The MEGS login screen should appear.
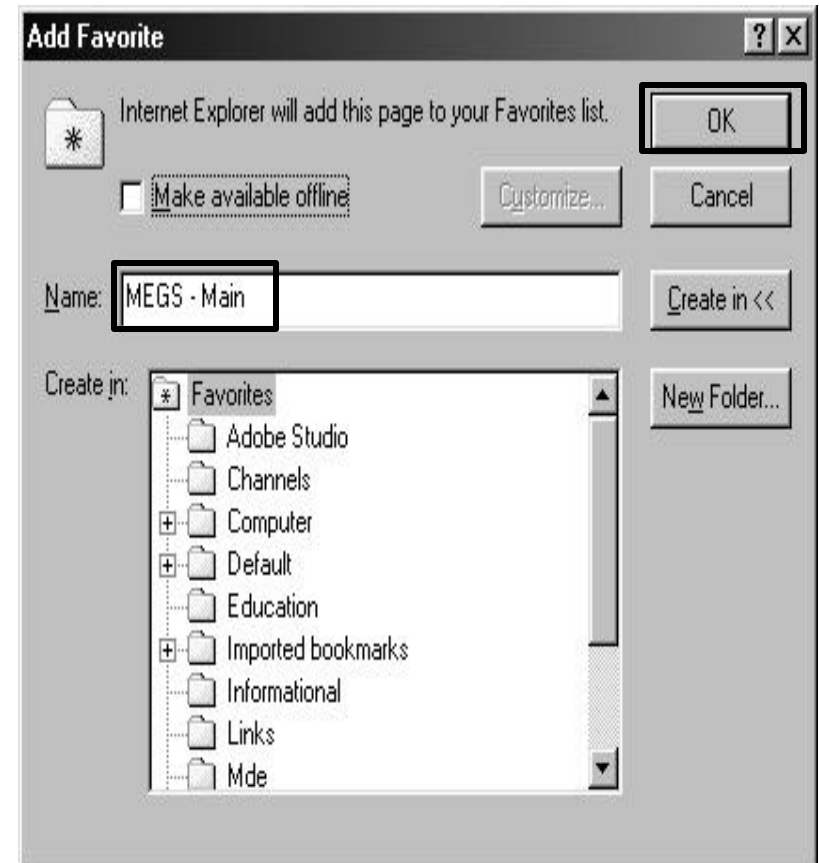
Bookmarks in Netscape

To set a bookmark in Netscape:

- Open Netscape.
- On the toolbar click '**Bookmarks**' then '**Add Bookmark**.'
- Nothing happens on the screen but your bookmark has been saved.

The next time you open Netscape:

- On the toolbar click '**Bookmarks**.'
- Locate '**MEGS – Main'** in the list of bookmarks and click.
- The MEGS login screen should appear.

Logging in to MEGS

Type in the Login and Password obtained from the MEIS Registration Process to log in to MEGS. (The MEIS Account ID # is NOT used here.)

Click the '**Login'** button.

Remember, the MEIS password is case sensitive.

If you receive an error message that you have a valid MEIS account, but are not authorized in MEGS, contact your Authorized Official.

Hint: When using the Internet, it can take a while for your screen to change after you have clicked a button.
Please be patient. Multiple clicking of a button may actually slow the system down.

Avoid the "Back" and "Forward" Buttons

MEGS is a dynamic, database driven, web application. Content in MEGS changes according to information that is entered into the system. When applicants enter important information into the system, it changes the way they see certain parts of the application; therefore, it is highly recommended that users use the navigation provided within MEGS.

Using the browser's '**back'** and '**forward'** buttons to return to a page is not the same as clicking a link to go to exactly the same page. The back button will simply load the cached (or saved) version of the page that exists on the local hard drive as it was the last time the page was accessed. By using the '**back'** button the user is not getting the latest information from the website but rather an 'older' saved version of the page.

Avoid the 'Back' and 'Forward' buttons in order to always see the latest information available.

Authorized Officials: Getting Started

From the Main Menu, Authorized
Officials can:

- Initiate applications.
- Add users to MEGS.
- Edit contact and security information.

Once an application has been
initiated, the application will be listed
on this Main Menu page.

Consortium Applications:
- The application MUST be initiated by the
fiscal agent's representative, who will
then add members to the consortium.

- The authorized official of a district/PSA
accepts the **invitation** to be a
consortium member in MEGS.

Hint: A sub-contract agency completing an
application for a fiscal agent will need to be
given access to MEGS by the fiscal agent's
authorized official.

MEGS Authorization Structure

Authorized Officials (Level 5)

- Designate Application Administrators.
- Initiate applications.
- Assign lower security levels to allow edit or view status.
- Add users to MEGS via a multiple entry page.
- Include consortium or grant members to an application.
- Submit, amend and delete applications, amendments and/or reports.

Application Administrators (Level 4)

- Responsible for managing the application.
- Initiate applications.
- Assign other users to participate in the grant writing or review process.
- Notify the Authorized Official to submit applications, amendments, and/or reports.
- Include consortium or grant members to an application.

Current Security Levels

Level 1 (View-All) This level has the ability to view all parts of the application.   Cannot edit any information.

Level 2 (Edit-All) This level is granted the ability to edit any section of data other than agency or main contact information.

Level 2b (Edit-General Information) This level has the ability to edit pages under General Information. (Fiscal Agent and Contact Information –- Consortium/Grant Member Information)

Level 2c (Edit–Budget Information) This level has the ability to input budget data for the agency.

Level 2d (Edit–Program Information) This level is granted access to edit pages under the Program Information heading.

Level 2e (Edit-Attachments) This level is granted access to edit attachments.

Level 3a (Consortium Member-View All) This level has the ability to view all parts of the application. Cannot edit any information.

Level 3b (Consortium Member-Edit All) This level has the ability to edit any section of data other than agency or main contact information.

Level 4 (Application Administrator) This level has the ability to initiate applications and to edit any section of the data.

Level 5 (Authorized Official) This level has the ability to initiate, edit, submit, amend and delete applications. This level can edit agency contact information.

Maintain MEGS Accounts
Add Users to MEGS

An authorized official (and others who already have MEGS access) can give people with MEIS account numbers access to MEGS. This page describes how to give someone a general security level for MEGS.

1. From the Main Menu, click on the **'Add Users to MEGS'** link.
2. To add up to 10 new users into MEGS:
   – Type in the MEIS Account number.
   – The district code cannot be changed.
   – Choose the appropriate security level.
3. **Verify**.
4. Check the results of Verify (look for):
   – Accuracy of name and agency.
   – Invalid MEIS account.
   – Already in MEGS.
5. Click **'Save'** to confirm the new users.

Maintain MEGS Accounts
- Add Users to MEGS
- Edit Contact Information

Maintain MEGS Accounts
Application Security Levels

An authorized official (and others) can assign MEGS users various levels of security for different applications.*****

Maintain MEGS Accounts
- Add Users to MEGS
- Contact Information
- **Application Security Level(s)**
- Edit Your Agency Information
- Edit Your Contact Information

1. From the Main Menu, click on the **'Application Security Level(s)'** link.
2. In the new Window that opens, click the down arrow to the right of '**Contact'** and select the name of the person you wish to assign security rights.
3. Click the '**Go'** button immediately to the right of the down arrow.
4. The grants available are listed along the left side of the Window. Immediately to the right is an application security level entry box with a down arrow. Click the down arrow across from the grant you wish to assign this person access and select the access desired. Continue this process until you have assigned this person rights to all applications you wish them to access. **We do NOT recommend entering an ending date for the MSRP application**.
5. Click '**SAVE'** to confirm this assignment.

---

* **If the application has already been started in MEGS you will NOT be able to assign access to users on this page. You will need to assign access WITHIN the specific application (see next page). The programmers are aware of this issue and it will be addressed in future changes in MEGS.**

Application Security Levels   Save

Contact   [▾]* Go

Funding Source Category	Application Security Level	Date Begin	Date E
Capacity Building	[▾]		
Charter Schools	[▾]		
CNRA (MSRP State Aid Pre-App)	[▾]		
Consolidated Application	[▾]		
Early On Michigan	[▾]		
HIV Mini-Grants	[▾]		
Homeless Students Grant	[▾]		
MI School Readiness Program	[▾]		
Safe & Drug-Free Schools	[▾]		
Sec. 57.3, Gifted/Talented	[▾]		
Special Education	[▾]		

Management Activities:
Give Other People Access to This Application – Adding Users

To assign a MEIS user to a particular application (from the Application Menu page) click the 'Give People Access to this Application' link.

1. Obtain and enter the MEIS account number of the user you wish to give access to the application.

2. Specify a date range in which this user will have access to the application. If this user has a limited time to access the application, enter a date value in the '**Access to end on'** field. To allow the user to have permanent access to this application leave the '**Access to end on'** blank.

3. Next select a security level for the new user based on their function in writing the application.

4. To activate the user click the '**Grant This User Access'** button.

5. Any error in the data entry will be returned at the top of the page. If there are errors, please fix and click the '**Grant This User Access'** button again.

6. New users will have been added to the table that appears on your screen.

MANAGEMENT ACTIVITIES

- Give People Access to this Application

To allow another person to access this application:

1. Type in the person's MEIS Account ID. An example of a MEIS Account ID is A1001000.
2. Select the dates that this account should be active.
   (Leave the ending date blank if you don't want the access privileges to expire.)
3. Select the section(s) that this person can access.
4. Select the level of access that this person should have.
5. Click the *Grant This User Access* button.

MEIS Account ID [ ]

Access to begin on 02/22/2002 (mm/dd/yyyy)

Access to end on [ ] (mm/dd/yyyy).

Sections Accessible:
☑ Comprehensive Community Need   d Resources Assessment

Level Of Access Provided:
Level 1 (View - All)

Grant This User Access

Level Of Access Provided:
Level 1 (Viewer)

Level 1 (Viewer)
Level 2 (Grant Writer)
Level 2c (Financial Officer)
Level 2d (Program Coordinator)
Level 3b (Consortium/Grant Member - Program Coordinator)
Level 4 (Application Administrator)

Management Activities:
Give Other People Access to This Application - Deleting Users

To Delete a User for the application:

1. If you are not on the '**Give People Access to this Application**' screen, from the Application Menu click '**Give People Access to this Application**.'

2. In the table, find the user you wish to delete. Do NOT delete the authorized official. Click the radio button on the left side of the screen for the user you wish to delete.

3. Click the blue '**Delete'** button in the header of the table to start the delete process.

4. The user will no longer have access to THIS application unless the user is added back to THIS application.

5. Click "**Application Menu**" (without selecting a drop down item) and you will return to the Application Menu page.

Management Activities:
Viewing/Printing a PDF of This Application

View PDF

Clicking the link **'Blank PDF'** from the Main Menu under Management Activities will generate a BLANK viewable, printable version of the application.

Clicking the link '**View a PDF of this application'** from the Main Menu under Management Activities will generate a viewable, printable version of the **completed** application.

This feature is provided for agencies to keep a hard copy of the application that the user submitted electronically.

You may also click '**View PDF**' on each page to view and/or print just that page. application is available in MEGS.

Hint: Some of the '**View PDF'** options may not be available until approximately one week after the application is available in MEGS.

MANAGEMENT ACTIVITIES
- Give other people access to this application
- View the grant selection for this application
- View a summary of the modifications made since the application was last submitted
- View a PDF of this application

| Authority: State School Aid Act, Section 37 (1&2) COMPLETION: Voluntary (Consideration for funding will not be possible if form is not filed.) | Direct questions regarding this form to Early Childhood and Parenting Programs at (517) 373-8483 |

MICHIGAN DEPARTMENT OF EDUCATION
MICHIGAN SCHOOL READINESS PROGRAM
EARLY CHILDHOOD AND PARENTING PROGRAMS
P. O. Box 30008
Lansing, MI 48909

FY
COMPREHENSIVE COMMUNITY NEEDS AND RESOURCES ASSESSMENT

DUE:

☐ INDIVIDUAL DISTRICT/ACADEMY APPLICATION

☐ CONSORTIUM APPLICATION

Fiscal Agent Name	
Fiscal Agent District Code	
Contact Person	
Address	
County	
Phone	
Fax	
E-Mail	

The PDF version of the MSRP application was not available at the time this manual was printed, so we are displaying a PDF version of the CNRA.

NEW – MEGS Website

MEGS will soon have its own website. Among other things, you will be able to obtain MEGS training materials and search for allocations. Following is a demo website which is functional but not yet complete. We highly recommend that you peruse this website.

http://mde.agatesoftware.com/megswebsite

Map of Temporary MSRP Consultant Assignments

Hint: This page can be downloaded in color from our website.

Eileen Storer
(517) 241-4289

Cheryl Hall
(517) 241-4766

Connie Robinson
(517) 241-4291

Judy Levine
(517) 373-8664

Keweenaw

Houghton

Ontonagon

Baraga

Gogebic

Iron

Dickinson

Marquette

Alger

Schoolcraft

Delta

Menominee

Luce

Chippewa

Mackinac

Emmet

Cheboygan

Charlevoix

Presque Isle

Antrim

Otsego

Montmorency

Alpena

Leelanau

Benzie

Grand Traverse

Kalkaska

Crawford

Oscoda

Alcona

Manistee

Wexford

Missaukee

Roscommon

Ogemaw

Iosco

Mason

Lake

Osceola

Clare

Gladwin

Arenac

Huron

Oceana

Newaygo

Mecosta

Isabella

Midland

Bay

Tuscola

Sanilac

Muskegon

Montcalm

Gratiot

Saginaw

Genesee

Lapeer

St. Clair

Ottawa

Kent

Ionia

Clinton

Shiawassee

Oakland

Macomb

Allegan

Barry

Eaton

Ingham

Livingston

Van Buren

Kalamazoo

Calhoun

Jackson

Washtenaw

Wayne

Berrien

Cass

St. Joseph

Branch

Hillsdale

Lenawee

Monroe

Initiate an Application
(applying for a new grant)

1. From the Main Menu, the person responsible for completing the application on behalf of a Fiscal Agent selects the Michigan School Readiness Program from the drop down list under '**Initiate an Application**' and clicks the '**Apply for a New Grant**' button.

2. This will send the user to the Application Menu page.

Initiate an Application

MI School Readiness Program (FY-2003) ▼

Select an application in the drop down menu and then click **Apply For A New Grant**

APPLY FOR A NEW GRANT

MSRP – Application Menu

Header Toolbar ———————→

Main Menu | Application Menu | Help | Errors   View Comments | Logout

SUBMIT APPLICATION

Application Information ———→

This "MI School Readiness Program" application contains the following grant(s):

Grant	CFDA #	Security Level
MI School Readiness Program		Authorized Official

- The current status is **Application In Progress**
- This application is due on **Friday, August 30, 2002** to obtain earliest beginning date
- Assurances and Certifications

Please click on the links below to begin/continue completing your application.

Management Activities ———————→

MANAGEMENT ACTIVITIES

- Give People Access to this Application

General Information

GENERAL INFORMATION

- Grant Applicant and Contact Information: Wolverine Community Schools
- Consortium/Grant Member Information

Budget Pages

BUDGET PAGES

	School Readiness
Wolverine Community Schools	Budget

Program Information ———————→

PROGRAM INFORMATION

- **Project Fact Sheet: Wolverine Community Schools**
- Key Personnel - Early Childhood Specialist
- Key Personnel - Project Director/Administrator
- Key Personnel - Teacher
- Key Personnel - Associate Teachers/Paraprofessionals
- Facility Description
- Project Abstract

Submit Application
(here and under header toolbar)

———————→
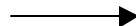
Header Toolbar
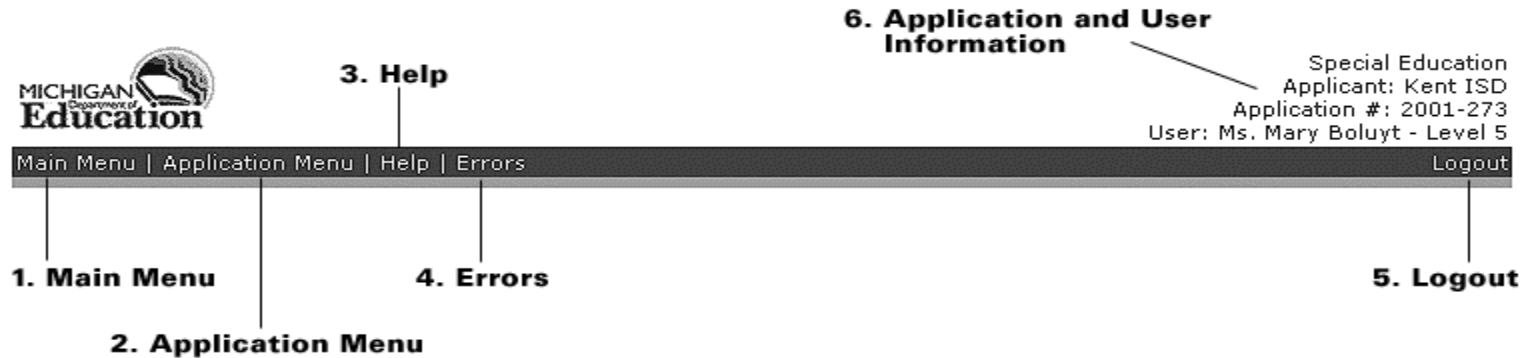
1. **Main Menu** – Allows the user to return to the page with all initiated applications by the user's agency.
2. **Application Menu** – This link will return the user to the "home page" for the application. A feature built into this link is a JavaScript menu that allows for quick access to other parts of the application. This menu has links to budget pages and program information.
3. **Help** – This link will take the user to <u>specific</u> help information for each page. This feature is the first line of defense for questions or problems that users might encounter.
4. **Errors** – This page will track the progress of the application and alert the Application Administrators and Authorized Officials when any critical part is not completed. All errors must be resolved in order to submit the application.
5. **Logout** – This link will log the user out of the application.
6. **Application and User Information** - Information about which grant is currently being worked on, the applicant agency, the application number, and the current user's name and security levels.

> New: **View Example** may be available from the Header Toolbar on certain screens in MEGS. Click on the link to view an example to assist you in completing the application.

Application Information

This screen shows the application you are viewing, its status and due date, and your security level.

To View Important Information about the MSRP application or the Assurances and Certifications:

1. From the Application Menu page, click '**Important Information About the MI School Readiness Program Application'** link. This link will open a page that provides you with information regarding the Michigan School Readiness Program (grant purpose, target population, eligible applicants, allocation determination and length of award).

This "MI School Readiness Program" application contains the following grant(s):

Grant	CFDA #	Security Level
MI School Readiness Program	N/A	Not Assigned

- The current status is **Application In Progress**
- This application is due on **Tuesday, October 15, 2002** to obtain earliest beginning date

Important Information About the MI School Readiness Program Application

Assurances and Certifications

2. From the Application Menu page, click the '**Assurances and Certifications'** link. This link will open so that you can read and print the information.

General Information:
Grant Applicant Information (Edit Fiscal Agency Information)

To Edit the Fiscal 'Agency' Information: (authorized officials only):

1. From the Application Menu page, click the '**Grant Applicant and Contact Information'** link.

2. Only certain fields can be edited.

3. Once changes are entered, click the '**Save'** button. Clicking the '**Save'** button returns you to the '**Grant Applicant and Contact Information'** page. If no changes are needed, click '**Application Menu'** on the header toolbar to return to that page.

GENERAL INFORMATION

Grant Applicant and Contact Information: Wolverine Community Schools

• Consortium/Grant Member Information
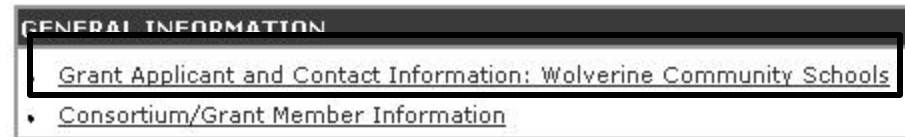
Fiscal Agent		Save
Legal Name	Wolverine Community Schools	
Superintendent	Ms. Susan Denise	
FEIN		
Recipient/District Code	16100	
Building Code	0000	
Address 1	13131 Brook Street	
Address 2		
City	Wolverine	
Zip Code	49799	
County	Cheboygan	
Agency Type	LEA	
Phone		Ext
Fax		Ext
E-mail		
		Save

General Information:
Grant Applicant and Contact Information
(Assigning a Main Contact)

To Assign a Main Contact:

1. From the Application Menu page, click the '**Grant Applicant and Contact Information'** link.

2. Obtain the MEIS Account ID # and type it in the MEIS Account ID field.

3. Click the '**Assign Main Contact'** button.

4. After successful submission, the page will list the user who was just assigned (you may need to scroll down the page to see it). An Authorized Official may at any time delete the main contact and replace the user.

GENERAL INFORMATION

- Grant Applicant and Contact Information: Wolverine Community Schools
- Consortium/Grant Member Information

Assign Main Contact for this Application

The Main Contact should be someone who can be contacted with questions about the program. To assign a person as the main contact for this application:

1. Type in the person's MEIS Account ID. An example of a MEIS Account ID is A1001000.
2. Click the **Assign Main Contact** button.

MEIS Account ID [   ]

[ASSIGN MAIN CONTACT]

5. To edit the Main Contact information, click the blue '**Edit'** button. Make the appropriate changes and click the blue '**Save'** button.

6. Click '**Application Menu'** to return to that page.

General Information:
Grant Applicant and Contact Information
(Assigning a Secondary Contact)

To Assign a Secondary Contact (<u>optional</u>):

1. From the Application Menu page, click the '**Grant Applicant and Contact Information'** link.

2. Obtain the MEIS Account ID # and type it in the MEIS Account ID field.

3. Click the **'Assign Contact'** button. This person could be the person responsible for implementing the classroom or home-based program.

4. After successful submission, the page will list the user who was just assigned (you may need to scroll down the page to see it). An Authorized Official may at any time delete this contact and replace the user.

GENERAL INFORMATION
- Grant Applicant and Contact Information: Wolverine Community Schools
- Consortium/Grant Member Information

Assign the Project Coordinator for this Grant Program

The Project Coordinator is the person who is responsible for implementing the program.

1. Type in the person's MEIS Account ID. An example of a MEIS Account ID is A#######.
2. Click the **Assign Project Coordinator** button.

MEIS Account ID

ASSIGN PROJECT COORDINATOR

5. To edit the Contact information, click the blue '**Edit'** button. Make the appropriate changes and click the blue '**Save'** button.

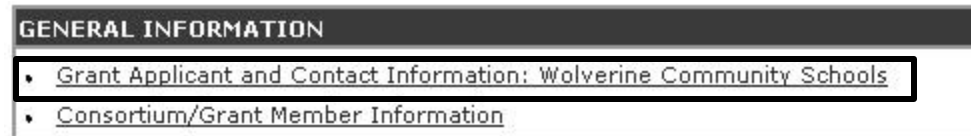6. Click '**Application Menu**' to return to that page.

General Information:
Add a Consortium/Grant Member Information

To add a new Grant Member for Consortium Applications click the Consortium/Grant Member Information link from the Application Menu page.

1. Click the '**Add a New Member'** button.
2. Chose the appropriate grant from the drop down menu and click the '**Go'** button.
3. Enter the district/PSA code to be added to the application. This page allows for up to 20 districts/PSAs to be added at one time.
4. Once all codes have been entered, click the '**Save Selections'** button. Any errors in district/PSA codes will be returned (in red) as errors at the top of the section.
5. Bulleted in blue are districts/PSAs affiliated with the application.
6. Click '**Application Menu**' to return to that page.

General Information:
Delete a Consortium/Grant Member Information

To delete a Consortium Grant Member click the Consortium/Grant Member Information link from the Application Menu page.

GENERAL INFORMATION
- Fiscal Agent: Wolverine Community Schools
- Consortium/Grant Member Information

To delete a Grant Member:

1. From the '**Application Menu**' page, click the '**Consortium/Grant Member Information**' link. The Grant Member Information page displays a listing of all districts/PSAs that are grant members.

2. Click to check the box of the district/PSA to be deleted.

3. Click the '**Remove Selected Member**' button and the page will return having deleted the member.

4. Click '**Application Menu**' to return to that page.

CONSORTIUM/GRANT MEMBER INFORMATION

| ADD A NEW MEMBER | REMOVE SELECTED MEMBER |

The tables below list all of the agencies that are part of this application. The date the authorized official of an agency accept invitation to be a consortium member is noted as Accepted:[date] under the Acceptance Date column. If the invitation was accepted, an Rejected:[date] is shown. The column(s) with the grant name as the heading shows the allocation (if this is a 1 grant) after "Allocation:" and the budget total after "Budget:".

Instructions: To add agencies to this application, click the **Add a New Member** button. To remove an agency from this application, select the agency by clicking on the box next to the agency name and then click the **Remove Selected Memb** button.

Fiscal Agent, Consortium Members, and Grant Members Receiving Funds from the Fiscal Agent

	Name	District Code	Building Code	School Readiness
☐	Wolverine Community Schools	16100	N/A	Allocation: $52,800 Budget: $52,800
☐	le Public Schools	74130	N/A	Budget: $0

| ADD A NEW MEMBER | REMOVE SELECTED MEMBER |

Program Information – Project Fact Sheet

Enter Program Information

1. From the Application Menu page, click the '**Project Fact Sheet**' link under Program Information.

2. Blanks that do not provide an input box for you to type in will fill in automatically <u>when you click the</u> '**Save'** button.

3. Fill in the blanks and click '**Save**.'

4. Click the errors link on the header bar before continuing. Fix any errors. **Re-click Save.**

5. If desired, print a copy of this page.

Sub-Contract Agency

Enter Sub-Contract Agency Information

1. From the Application Menu page, click the '**Sub-Contract Agency Information**' link under Program Information.

2. Fill in the blanks. After all information has been entered click **'Save'** or click **'Add'** to add another Sub-Contract Agency. Clicking **'Add'** will save the information you have entered and give you an additional blank **'Sub-Contract Agency'** page for you to complete.

3. Click the **'errors'** link on the header toolbar before continuing. Fix any errors. **Re-click Save**.

4. If desired, print a copy of this page.

SUB-CONTRACT AGENCY

Instructions: This section is to be completed for local school districts, PSAs, or fiscal agents who subcontract with private, non-profit agencies and organizations.

Sub-Contract Agency Information

Name of Subcontract Agency

Federal ID #

Address

City

Zip Code

Telephone #

Is this a Headstart agency? ☐ Yes ☐ No

Sub-Contract Contact Person Information

First Name

Last Name

Telephone #

Fax #

Save | Clear | Delete

Program Information:
Key Personnel – Project Director/Administrator

Enter Project Director/Administrator

1. From the '**Application Menu**' page, click the '**Key Personnel – Project Director/Administrator**' link under Program Information.

2. Fill in the blanks and click '**Save**.'

3. Click the **'errors'** link on the header toolbar before continuing. Fix any errors.   **Re-click Save**.

4. If desired, print a copy of this page.

Main Menu | Application Menu | Help | Errors   Logout

Add   Save   Clear   Delete

YALE PUBLIC SCHOOLS
KEY PERSONNEL - PROJECT DIRECTOR/ADMINISTRATOR

Instructions: Identify all personnel who will be working in the MSRP state-funded preschool program. Refer to the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds* and the document *Professional Training Options for Paraprofessionals in Michigan School Readiness Program* for position requirements (see instructions for definition of educational progress). If your MSRP employs additional personnel, create a document that contains the requested information for each staff member and attach it to this application via the **Add Attachment** link on the Application Menu Page. If your MSRP employs less personnel than what is shown here, just complete the information for the personnel that pertain to your MSRP and leave the other text boxes blank.

First Name

Last Name

Email Address

Time   %

Add   Save   Clear   Delete

Program Information:
Key Personnel – Early Childhood Specialist

Enter Early Childhood Specialist Information

1. From the '**Application Menu**' page, click the '**Key Personnel** – **Early Childhood Specialist**' link under Program Information.

2. Fill in the blanks and click '**Save**.'

3. Some fields are required and if not completed, MEGS will give you an error message. Click the **'errors'** link on the header toolbar before continuing. Fix any errors. **Re-click Save.**

4. If desired, print a copy of this page.

Main Menu | Application Menu | Help | Errors   Logout

Add | Save | Clear | Delete

YALE PUBLIC SCHOOLS
KEY PERSONNEL - EARLY CHILDHOOD SPECIALIST

Instructions: Identify all personnel who will be working in the MSRP state-funded preschool program. Refer to the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds* and the document *Professional Training Options for Paraprofessionals in Michigan School Readiness Program* for position requirements (see instructions for definition of educational progress). If your MSRP employs additional personnel, create a document that contains the requested information for each staff member and attach it to this application via the **Add Attachment** link on the Application Menu Page. If your MSRP employs less personnel than what is shown here, just complete the information for the personnel that pertain to your MSRP and leave the other text boxes blank.

First Name

Last Name

Email Address

Time [   ] %

Degree(s)/Certification (*Please describe the degrees received*)

Center-Based Masters' Degree in:
Early Childhood Education, or
Child Development

Home-Based Masters' Degree with interdisciplinary training in both working with young children and adult family members with background in:
Early Childhood Education
Child Development
Family Life Education
Adult Education

Masters' Degree required in

Bachelors' Degree in

Program Information:
Key Personnel – Teachers/Home Visitors

Enter Teachers/Home Visitors Information

1. From the Application Menu page, click the '**Key Personnel – Teachers/Home Visitors**' link under Program Information.

2. Fill in the blanks. After all information has been entered click **'Save'** or click **'Add'** to add another Teacher/Home Visitor. Clicking **'Add'** will save the information you have entered and give you an additional blank page for you to complete.

3. If desired, print a copy of this page.

4. Once all Teachers/Home Visitors have been entered, click '**Save**.'

Main Menu | Application Menu | Help | Errors   Logout

Add   Save   Clear   Delete

**YALE PUBLIC SCHOOLS
KEY PERSONNEL - TEACHER**

Instructions: Identify all personnel who will be working in the MSRP state-funded preschool program. Refer to the *Standards of Quality and Curriculum Guidelines for Preschool Programs for Four Year Olds* and the document *Professional Training Options for Paraprofessionals in Michigan School Readiness Program* for position requirements (see instructions for definition of educational progress). If your MSRP employs additional personnel, create a document that contains the requested information for each staff member and attach it to this application via the **Add Attachment** link on the Application Menu Page. If your MSRP employs less personnel than what is shown here, just complete the information for the personnel that pertain to your MSRP and leave the other text boxes blank.

First Name

Last Name

Email Address

Time   %

Date hired for this position in this MSRP

Summary of Experience

Hint: Save often. Checking the "errors" link BEFORE you add each new person could save you a lot of time down the road.

Program Information:
Key Personnel – Associate Teachers/Paraprofessionals

Enter Associate Teachers Paraprofessionals Information

1. From the '**Application Menu**' page, click the '**Key Personnel – Associate Teachers/Paraprofessionals**' link under Program Information.

2. Fill in the blanks. After all information has been entered click **'Save'** or click **'Add.'** Clicking **'Add'** will save the information you have entered and give you an additional blank page for you to complete.

3. If desired, print a copy of this page.

4. Once all Teachers/Home Visitors have been entered, click '**Save**.'

First Name

Last Name

Email Address

Time ___ %

Date hired for this position in this MSRP _____

Summary of Experience

1. Educational Progress Degree(s)/Certifications (*Please check all that apply*)

☐ a. Valid Michigan Teaching Certificate

☐ b. Grandparenting Letter on file with MDE

☐ c. 120 Clock Hours Letter on file with MDE

☐ d. Child Development Associates Credential (CDA)

☐ e. Associates' Degree in Child Development

Program Information:
Key Personnel – Other Classroom Staff

Enter Other Classroom Staff Information

1. From the '**Application Menu**' page, click the '**Key Personnel – Other Classroom Staff**' link under Program Information.

2. Fill in the blanks. After all information has been entered click **'Save'** or click **'Add.'** Clicking **'Add'** will save the information you have entered and give you an additional blank page for you to complete.

3. If desired, print a copy of this page.

4. Once all entries have been made have been made, click '**Save**.'

Hint: Save often. Checking the "errors" link BEFORE you add each new person could save you a lot of time down the road.

| Add | Save | Clear | Delete |

WOLVERINE COMMUNITY SCHOOLS
KEY PERSONNEL - OTHER CLASSROOM STAFF

Instructions: Identify all personnel who will be working in the MSRP state-funded preschool program. Refer to the *Michig School Readiness Program Implementation Manual, Standards of Quality and Curriculum Guidelines for Preschool Progran Four Year Olds* and the document *Professional Training Options for Paraprofessionals in the Michigan School Readiness Pro* for position requirements (see instructions for definition of educational progress).

Other Classroom Staff

The staff person added when the classroom has 17 or 18 children must meet the Division of Child Day Care Licensing reg as a "caregiver."

First Name

Last Name

Position/Title

Email Address

Time ____ %

Program Information: Facility Description

Enter Facility Description Information

1. From the '**Application Menu**' page, click the '**Facility Description**' link under Program Information.

2. Fill in the blanks. After all information has been entered click **'Save'** or click **'Add.'** Clicking **'Add'** will save the information you have entered and give you an additional blank page for you to complete.

3. If desired, print a copy of this page.

4. Once all entries have been made have been made, click '**Save**.'

Hint: Save often. Checking the "errors" link BEFORE you add each new facility description could save you a lot of time down the road.

Program Information: Project Abstract

Enter Project Abstract Information

1. From the '**Application Menu**' page, click the '**Project Abstract**' link under Program Information.

2. Fill in the blanks.

3. Once all entries have been made have been made, click **'Save.'**

4. Check the **'errors'** link before continuing to the next page. Fix any errors, then click **'Save'** again.

5. If desired, print a copy of this page.

Hint: Items may be created in a word processing program (do NOT use tables, bullets, tabs, etc), then copied and pasted into the abstract. Check the "errors" link immediately after you save this page.

| Save | Clear | Delete |

WOLVERINE COMMUNITY SCHOOLS
PROJECT ABSTRACT

Instructions: Briefly describe the Project using the following categories. The description is limited to the space provided.

Statement of Needs (*Include target population(s)*)

Description of Project (*Serves as summary*)

Program Information: Project Plan Q & A

Hint: Click the '**Help'** link on the MEGS toolbar. Print this '**Help'** section. Check the errors link immediately after you save this page.

Enter Project Plan Q & A Information

Save | Clear | Delete

1.   From the '**Application Menu**' page, click the '**Project Q&A**' link under Program Information.

2.   Complete the form.

3.   Once all entries have been made have been made, click '**Save**.'

4.   Check the **'errors'** link before continuing to the next page.

5.   If desired, print a copy of this page.

WOLVERINE COMMUNITY SCHOOLS
PROJECT PLAN Q & A

Instructions: Please indicate compliance with the Legislative or State Board of Education-mandated standards and criteria for the Michigan School Readiness Program. Check **Yes** to indicate that you are in compliance. If No, you must provide a brief explanation and timeline for coming into compliance. For definitions, click **Help** in the menu bar. Refer to the Michigan School Readiness Program Implementation Manual for more detailed information.

Question	Yes	If No, explanation/timeline
Enrollment and Documentation	☐	
Recruitment, identification, selection	☐	
Philosophy	☐	
Curriculum model	☐	
Daily routine	☐	

Program Information: Project Plan

Enter Project Plan Information

Hint: Items may be created in a word processing program (do NOT use tables, bullets, tabs, etc), then copied and pasted into the abstract. For each goal entered you must complete each section.

1. From the '**Application Menu**' page, click the '**Project Plan**' link under Program Information.

2. Fill in the blanks. To view an example click '**Help**' on the MEGS toolbar.

3. Once all entries have been made have been made, click '**Save**.'

4. Click the **'errors'** link on the MEGS toolbar before continuing to the next page. Fix any errors, then re-click **'Save.'**

5. If desired, print a copy of this page.

WOLVERINE COMMUNITY SCHOOLS
PROJECT PLAN

Instructions: This page is used to clearly define the program goals and objectives (not the children's goals). Create a page for each goal. Include activities/tasks, staff responsibility, the strategy used to measure the accomplishment of aniticipated outcomes, and a timeline for completion. To add additional goals use the **Add** button. For an explanation and example of program goals, use the **Help** link in the menu bar.

Goal Number

Goal Title

Program Goal

Objectives

Activities/Tasks/Staff

Program Information:
Community Advisory Committee

Enter Community Advisory Committee Information

Save | Clear | Delete

1. From the '**Application Menu**' page, click the **'Community Advisory Committee'** link under Program Information.

2. Fill in the blanks.

3. Once all entries have been made click '**Save**.'

4. If desired, print a copy of this page.

WOLVERINE COMMUNITY SCHOOLS
COMMUNITY ADVISORY COMMITTEE

Instructions: This chart should identify the members of the established advisory committee, the frequency of the committee meetings, the total number of members on the committee, and the number of agencies represented.

	Number of Committee Members
Family Independence Agency (FIA)	
Community Health Services	
Dept. of Consumer & Industry Services Child Day Care Licensing	
Head Start	
Local Early Childhood Programs	
Community Coordinated Child Care (4C's)	
Michigan School Readiness Parents	
Other (*specify*)	
	TOTAL

Tentative Meeting Dates for this Fiscal Year

Program Information: Curriculum Committee

Enter Curriculum Committee Information

1. From the '**Application Menu**' page, click the '**Curriculum Committee**' link under Program Information.

2. Fill in the blanks.

3. Once all entries have been made have been made, click '**Save**.'

4. Check the **'errors'** link on the MEGS toolbar. Fix any errors, then re-click **'Save.'**

5. Print a copy of this page by clicking the printer icon on your browser's toolbar.

WOLVERINE COMMUNITY SCHOOLS
CURRICULUM COMMITTEE

Instructions: Use this chart to provide information regarding the legislatively-mandated curriculum committee or subcommittee. Identify the total number of participants and the frequency (monthly, quarterly, etc) of the committee meetings.

School/Community Members	Number of Participants
Preschool Teachers	
Head Start Teachers	
Title I Preschool Teachers	
Kindergarten Teachers	
First Grade Teachers	
Curriculum Director	
Parents	
Principal	
School psychologist, school social workers, or school counselor (if feasible)	
Other (*specify*)	
TOTAL	

Tentative Meeting Dates for this Fiscal Year

Newly Revised
Public School Accounting Manual

- Web Site to download manual:
  www.michigan.gov/mde
  On the left click '**Administrators**.'
  Then click '**Money Matters**.'
  Find '**Michigan Public School Accounting Manua**l' in
  the box on the lower right labeled 'Resources & Related
  Info.' Under '**Table of Contents**' click '**Appendix-
  Definitions for Accounting Codes**.'

- Function codes for expenditures begin on page 26
- Object code descriptions begin on page 36

Budget Summary

You will <u>not</u> enter <u>budget data</u> on this screen.

1. From the '**Application Menu**' page, click the '**Budget**' link under Budget Pages.

2. Near the bottom of the page, type in the name and phone number of the business representative and project contact person.

3. To enter multiple budget items at once, click the '**Add Other**' under the '**Quick Links**.' The '**Quick Links'** are immediately under the tabbed headings '**Budget Summary**,' '**Budget Detail**,' '**Capital Outlay**,' and '**Add Budget Item**.'

4. To add an individual budget item, click the '**Add Budget Item**' tab.

Budget Summary | Budget Detail | Capital Outlay | Add Budget Item

Quick Links: Add Personnel | Add Other | Add Capital Outlay

District Code	Grant Number	Project Number	CFDA Number	Project Type	Starting Date	Ending Date	Fiscal Year
16100	N/A	7		Regular		8/30/2002	2003

MI School Readiness Program Budget Summary for Wolverine Community Schools   Save | Cancel

Function Codes	Function Titles	Salaries 1000	Benefits 2000	Purchased Services 3000, 4000	Supplies & Materials 5000	Capital Outlay 6000	Other Expenses 7000, 8000	TOTAL
110	Instruction - Basic Programs							
120	Instruction - Added Needs							
130	Instruction - Adult/Continuing Ed.							
210	Pupil Support Services							
220	Instructional Staff Services							
230	General Administration							
240	School Administration							
250	Business Services							
260	Operation and Maintenance							
270	Pupil Transportation Services							
280	Central Support Services							
290	Other Support Services							
300	Community Services							
400	Outgoing Transfers & Other Transactions							

Add Budget Item

Hint: Click the 'Help' link on the MEGS toolbar. Print this 'Help' section. Check the errors link frequently when adding budget items.

To add a Budget Item:

1. From the '**Application Menu**' page, click the **'Budget**' link under Budget Pages.

2. On the '**Budget Summary**' page, click the tab '**Add Budget Item**.'

3. Click and select a function code from the down arrow under '**Select the appropriate Function Code for this budget item**.'

4. Enter a dollar amount in the object class section.

5. Personnel MUST have both 'Salaries' AND 'Benefits.' Benefits can be zero but cannot be left blank! This is the only time you can use two object classes for one budget item. If this is a salary item, you **must** enter either the FTE or hours. - There is a 10 percent cap on administration. See help for further information.

6. Please indicate if the item represents local agency share. If so, it will show in the budget detail but will NOT show in the budget summary.

Budget Detail

You will <u>not</u> enter <u>budget data</u> on this screen.

1. From the '**Application Menu**' page, click the '**Budget**' link under Budget Pages.

2. Once you have added Budget Items, they will appear on this screen.

3. To add an individual budget item, click the '**Add Budget Item**' tab.

4. To enter multiple budget items at once, click the '**Add Other**' under the '**Quick Links**.' The '**Quick Links**' are immediately under the tabbed headings '**Budget Summary**,' '**Budget Detail**,' '**Capital Outlay**,' and '**Add Budget Item**.'

Instructions:
• This page lists all of the items included in the Budget Summary for the agency whose name is listed below in the tab menu bar.
• To add a budget item, click the **Add Budget Item** tab or button.
• To edit or delete a budget item, click the underlined description of the item.

| Budget Summary | Budget Detail | Capital Outlay | Add Budget Item |

Quick Links: Add Personnel | Add Other | Add Capital Outlay

MI SCHOOL READINESS PROGRAM BUDGET DETAIL
FOR WOLVERINE COMMUNITY SCHOOLS:

Grant Budget Items

| Total | 0/0n | | $0 |

No budget items available

Local Agency Share Items

| Total | 0/0n | | $0 |

No budget items available

| Indirect Cost Rate | 0 | %Restricted Rate (Max allowed:3.82) | $0 | $0 |

Microsoft VBScript runtime error '800a000d'

Type mismatch: 'FormatCurrency'

Capital Outlay

Capital Outlay

1. From the '**Application Menu**' page, click the '**Budget**' link under Budget Pages.

2. Capital outlay must total $5,000 or more.

3. You must complete the justification section for capital outlay.

MI SCHOOL READINESS PROGRAM
CAPITAL OUTLAY

Instructions: This page displays the list of Capital Outlay items with justifications for this grant. To edit Capital Outlay entries, return to the Budget Detail and click the underlined description of the budget item.

Budget Summary | Budget Detail | Capital Outlay | Add Budget Item

Quick Links: Add Personnel | Add Other | Add Capital Outlay

Capital Outlay is not available for the selected Agency / Funding Source combination.

| VIEW BUDGET SUMMARY | VIEW BUDGET DETAIL | VIEW CAPITAL OUTLAY |
| ADD BUDGET ITEM | | |

Submission of the Application

Hint: BEFORE you contact the authorized official to submit the application, check the "errors" link one more time to confirm there are no errors. All errors must be resolved before the application can be submitted.

To Submit an Application:

1. After the fiscal agent's Authorized Official is notified that the application is complete, the application can be submitted.

2. ***Only a fiscal agent authorized official can submit the application.***

3. To do this from the '**Application Menu**' page, the authorized official will click the '**Submit Application'** button.

4. If there are any errors, a page will prompt the Authorized Official to make the necessary corrections.

5. After all errors are corrected, return to the '**Application Menu'** and click the '**Submit Application**.'

6. The next page will present conditions that must be agreed upon when submitting the application.

7. After reading and agreeing with conditions, click the '**I Agree'** button to continue.

8. The user will see a confirmation page. Please print this page to keep as a record of the submission of the application.

9. E-mail notification indicating MDE's receipt of the application will go to the main contact. It will also go to the Superintendent/Director (if his/her e-mail address has been entered into MEGS).

10. Once submitted, an application can only be changed by contacting your consultant and requesting that the application be returned to you for modification.

Application Status Levels

Application Status Levels - To keep track of applications within MEGS, a status level is applied to the application at every step. There are two distinct status categories, Applicant side and Consultant side. The Applicant side status levels are given to the application if the applicant must perform actions such as addition or deletion of data. The Consultant side status levels allow for the MDE consultants to view the data, score and comment on the application, and then award funding.

CNRA (MSRP State Aid Pre-App)

Application #2003-502 Wolverine Community Schools		Status: Pre-Application Submitted
Grants	Access Level	Granted By
Comprehensive Community Needs and Resources Assessment	Authorized Official	

VIEW APPLICATION | DELETE APPLICATION | MODIFY APPLICATION | AMEND APPLICATION

Applicant Status Levels

• Application In Progress

• Application Submitted

• Modifications In Progress

• Modifications Submitted

• Application Review Complete

• Amendment In Progress
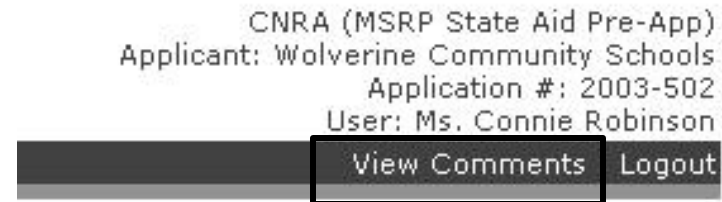
• Amendment Submitted

Consultant Status Levels

• Review In Progress

• Modifications Required

• Program Office Review Complete

• Amendment Required

• Amendment Review in Progress

• Modifications Required (if amendment not accepted)

Comments

Consultant Checklist

After submission of the application in MEGS, it will be reviewed by MDE consultants. During the review process, MDE consultants make comments in MEGS checklists. These comments can be viewed by the applicant. Once comments are entered in the checklist, a link in the MEGS header will appear called '**View Comments**.'   This link will display a popup window that will show all comments entered by the consultant.

CNRA (MSRP State Aid Pre-App)
Applicant: Wolverine Community Schools
Application #: 2003-502
User: Ms. Connie Robinson

View Comments Logout

Audit Comments

This is where general comments would be made.

View Comments:

1. An applicant can view comments made to him/her from a consultant by clicking the '**View Comments'** link in the header toolbar.

2. A separate window opens up to the right of the browser window and allows the applicant to view comments for that page.

3. Comments are unique to the page being viewed.

Modifications Process

Modifying the Application

- When the application status is '**Modifications Required**,' a '**Modify Application'** button shows next to the application on the Main Menu page.

- Level 4's (application administrators) and 5's (authorized officials) can click '**Modify Application'** to begin updating the application. This action changes the status to '**Modifications in Progress**.'

- Changes made to the application are shown by clicking the link '**Modifications Summary**.'

- Level 5's (authorized officials) can submit the modified application by clicking the '**Submit Modified Application'** button on the '**Application Menu**.'

CNRA (MSRP State Aid Pre-App)

Application #2003-502 Wolverine Community Schools		Status: Modifications Required
Grants	Access Level	Granted By
Comprehensive Community Needs and Resources Assessment	Authorized Official	

VIEW APPLICATION | DELETE APPLICATION | MODIFY APPLICATION | AMEND APPLICATION

Hint: If the Modify Application button is grayed out, click the View Application link. The programmers are aware of this issue and it will be addressed in the next phase of MEGS changes. – Only the authorized official can re-submit a modified application.

MANAGEMENT ACTIVITIES

- Give People Access to this Application
- Modifications Summary

Questions

Please look for answers in this order:

1. Click '**Help'** on the Header Toolbar. Each page in MEGS has specific help designed for that page. All help screens relating to program information were created by Early Childhood and Parenting Programs staff.

2. Questions regarding downloading of software or software settings should be referred to the Michigan Department of Education (MDE) Help Desk via e-mail at help-desk@michigan.gov or call the Help Desk at (517) 335-0505. If you have forgotten your MEGS password, you will need to contact the Help Desk.

3. Program related questions should be referred to your MDE Early Childhood & Parenting Programs' consultant. Consultants can be reached at (517) 373-8483.